



## MINUTES

### **Self-Study Accreditation Steering Committee Meeting July 17, 2015**

**Members Present:** Dr. Diana Chow, Dr. Liz Coyle, Dr. Doug Eikenburg, Dr. Marc Fleming, Noel Galang, Dr. Kevin Garey, Dr. Cathy Hatfield, Dr. Tara Jenkins, Ms. Cynthia Johnson, Ms. Shauna Owens, Dr. Lamar Pritchard, Mr. Miguel Ramos, Ms. Lisa Scholz, Dr. Lindsay Schwarz, Dr. Jeff Sherer, Dr. Lynn Simpson, Dr. Andrea Smesny, Ms. Julie Spier, Dr. Anne Tucker, Dr. Matt Wanat, Ms. Kaitlin Wasko  
**Members Absent:** Dr. Raj Aparasu, Dr. Brad McConnell, Ms. Shara Zatopek  
**Guests:** Ms. Jennifer Green

The meeting was called to order at 2:07pm

#### **Introduction to the Self-Study Process**

Dr. Smesny welcomed the group and explained the set up for the meeting. Dr. Jenkins gave overview of the self-study process. Has met with most people to discuss changes in the standards. Biggest change will be to show outcomes for processes. Each subcommittee will be responsible for their standards and will be required to bring information to the steering committee. It will be very similar to the process for the last time a self-study was conducted. Split into 3 sections – standard / guidance / required documentation. Outcome data will be the biggest difference from the last self-study. Rubric has not yet been released so a pre-rubric has been provided so that committees can go ahead and start. Expected to be released in Fall. If committees find that items are not completed or current (policies etc.) to bring to Dr. Smesny so that it can be charged to the relevant faculty/staff committee. Anticipated problems are where we are not reaching standards and have no plans in place to address. Steering committee will meet to keep track of where we are in the process. Everything to go through Cynthia Johnson as she has the tools in place to log and track everything. After going to steering committee everything will go to faculty. Steering committee and subcommittee membership roster, self-study milestone/timeline, and pre rubric guide provided to group.

#### **Milestones/Timeline Highlights**

Dr. Smesny reminded committee members that the faculty self-study kick off meeting will be Tuesday July 21<sup>st</sup> and that each subcommittee chair will be expected to briefly explain what standards their group will be covering. Steering committee will meet once a month for updates and progress reports. Dates to be determined. **Cynthia Johnson will send a doodle poll.** Dr. Coyle provided information regarding surveys and tools that will be utilized during the self-study process. Data will be stored in SharePoint. Dr. Coyle's team will be collating and interpreting the data collected. Dr. Jenkins – internal survey to be conducted once new surveys are released for additional information not included in previous surveys. Submission of standards report summary – each sub-committee will submit their reports which will be presented/submitted to faculty at each faculty meeting. Milestones were reviewed to show what current expectations are. Will be sending self-study to ACPE in January 2017. They will visit March 21<sup>st</sup>-23<sup>rd</sup> 2017.

#### **Introduction to SharePoint Self-Study Site**

Cynthia Johnson has been collecting materials that were used for the last self-study report to be used as a pool of reference. The information is posted in SharePoint. If assistance is required or if you have additional documents to be included please contact Cynthia.

#### **Steering Committee Role vs. Subcommittee Chair Role**

Subcommittees will be conducting the review. The steering committee will be responsible for making sure everything stays on track. Drs. Jenkins and Smesny will be guiding and supporting the steering committee. They will be providing the agendas for the monthly meetings.

**Additional resources**

Links provided to new standards and guidance documents.

**Link to Rubric**

Not available at this time.

**AOB**

Tk20 – in the process of implementing assessment software. Dr. Jenkins advised that this is a comprehensive program that is able to link everything together. Starting with e-value – will be using ePortfolio. Gave a brief description of Tk20's capabilities. Will be able to link everything in 1 system. Once Tk20 is integrated with UH's information we will be able to begin using it. **Dean Pritchard to meet with UHIT next week to try to get their assistance with integration sooner than the 6 months we are currently anticipating.**

**Sister programs – to choose other programs for comparison.** East Tennessee State would be a good choice as they will be the last school to go through the process before the new standards come in to effect. To look at others.

Dr. Simpson asked if Tk20 will help with tracking events. **Dr. Jenkins will get back to Dr. Simpson on that. Dr. Coyle – looking in January at field experience.**

Dean Pritchard took the opportunity to share that he is excited about launching this process even though it can seem daunting. He believes this is a good opportunity to show things that are going well as well as those things within the program that can be improved upon. Recently there have been schools that have been put on probation but these have been for very special circumstances. Appreciates those involved for their membership, for their time and their leadership. Asked for this to be conveyed to subcommittee members.

Meeting adjourned at 3:01pm